



FJ BENJAMIN

SUSTAINABILITY REPORT 2021



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This sustainability report has been prepared by F J Benjamin Holdings Limited (the "Company") and its contents have been reviewed by the Company's sponsor, ZICO Capital Pte. Ltd. (the "Sponsor"), in accordance with Rule 226(2)(b) of the Singapore Exchange Securities Trading Limited ("SGX-ST") Listing Manual Section B: Rules of Catalyst.

This sustainability report has not been examined or approved by the SGX-ST and the SGX-ST assumes no responsibility for the contents of this sustainability report, including the correctness of any of the statements or opinions made or reports contained in this sustainability report. The contact person for the Sponsor is Ms Alice Ng, Director of Continuing Sponsorship, ZICO Capital Pte. Ltd. at 8 Robinson Road, #09-00 ASO Building, Singapore 048544, telephone: (65) 6636 4201.

STATEMENT FROM OUR BOARD



F J Benjamin Holdings Ltd (“F J Benjamin” or the “Company”, and together with its subsidiaries, the “Group”) is proud to present our Sustainability Report for the financial year ended 30 June (“FY”) 2021. This report is focused on the Group’s strategic efforts and continued commitment to Environmental, Social and Governance (“ESG”) factors to provide sustainable returns to our stakeholders.

The Board of Directors (the “Board”) and senior management (the “Management”) remain committed to establish and maintain an effective sustainability management framework, which is supported by underlying internal controls, risk management practices, and clear accountability and reporting processes. The Board evaluates and considers ESG risks and opportunities relevant to the Group during the formulation of overall business strategy, objectives and performance measurements.

Despite the initiatives and cost containment measures the Group has put in place, COVID-19 related circumstances continue to impact and disrupt the Group’s operations this year. New social norms and safe management measures imposed by the Governments in the territories the Group operates in to curb the spread of COVID-19 virus in the community has reduced human footfall at shopping malls, and the fashion industry, being highly discretionary in nature, has seen more controlled consumer spending.

However, the Group has adapted rapidly by pivoting its business model and accelerating digitalisation trends to fulfill sales through online platforms. To ensure the continued sustainability of our business, health and safety measures for our customers and employees were made paramount. Safety protocols were put in place for the Group’s operations and workplace complying with the regulations imposed by the Government.

Since the inception of our Sustainability Report in FY2018, the Group has remained determined to manage ESG factors that are material to the sustainability of our business. With the Government’s commitment to the Singapore Green Plan 2030, the Group intends to refine our current strategies, incorporate new technological developments, where possible, and to adopt more environmental business practices such as reduce, reuse and recycle the usage of energy, water, plastic and paper in our workplace.

We would like to thank all our stakeholders for the continuous support to the Group over the years. We also appreciate the efforts of our employees who have worked tirelessly over the past year to cope with the challenges posed by the pandemic. We will endeavour to work smart and continue to incorporate sustainability initiatives in our business processes.

INTRODUCTION

ABOUT F J BENJAMIN

With a rich heritage dating back to 1959, F J Benjamin is an industry leader in brand building and management, and development of retail and distribution networks for international luxury and lifestyle brands across South East Asia. Headquartered in Singapore and listed on the Mainboard of the Singapore Exchange Securities Trading Limited (“SGX-ST”) since 1996, the Company transferred its listing to the Catalist Board of the SGX-ST on 2 March 2021. F J Benjamin has offices in four cities, manages over 20 iconic brands and operates 158 stores.

The Group employs over 1,600 employees in Singapore, Malaysia and Indonesia and runs three core businesses:

Luxury and Lifestyle Fashion Retailing and Distribution

F J Benjamin exclusively retails and distributes brands such as Babyzen, Be Safe, Dr. Barbara Sturm, EZPZ, Fauré Le Page, Guess, La Senza, Lancel, Marc Jacobs, Moby, Petunia Pickle Bottom, Pretty Ballerinas, Rebecca Minkoff, Sheridan, Superdry and U.S. Polo across various territories.

Timepiece Distribution

F J Benjamin exclusively distributes timepiece brands – Alpina, Baume & Mercier, Casio (in Indonesia only), Frédérique Constant, Gc, Guess, Nautica and Victorinox Swiss Army across Southeast Asia.

Health and Wellness Distribution

F J Benjamin exclusively distributes Airfree air purifier in Singapore, Malaysia and Indonesia.

OUR BRANDS



ABOUT THIS REPORT

REPORTING SCOPE

This report covers the period of 1 July 2020 to 30 June 2021 (“FY2021”) on the Group’s significant operations in Singapore and Malaysia. The wholly-owned subsidiaries are as follows:

Singapore

F J Benjamin (Singapore) Pte Ltd

Malaysia

F J Benjamin (M) Sdn Bhd

REPORTING STANDARD

The report has been prepared with reference to the Global Reporting Initiative (“GRI”) Standards: ‘Core’ option and the Sustainability Reporting Guide of Practice Note 7F of the SGX-ST. The GRI Standards were selected as they are a globally-recognised and widely adopted framework for reporting on sustainability matters relevant to the Group’s industry and nature of business. This encourages a degree of consistency and comparability that makes disclosed information meaningful to the market and society.

In the process of preparation of this framework, the Group has taken into consideration the associated risks and opportunities relevant to the sustainability of our business. Issues on environment, social and governance are managed by the Group in order to build trust with all our stakeholders and to provide a sustainable positive effect to the Group business. To achieve the positive effects, multiple working levels of the Group were involved, as illustrated below:



Board of Directors

The Board provides guidance to the overall direction of the Group’s ESG. The Board is provided updates on the sustainability efforts of the Group bi-annually.



Chief Operating Officer (“COO”)

The COO steers and oversees the implementation of ESG factors in business strategies. The COO sets the sustainability targets and disclosure standards for the Group.



Head Of Department

Head of Departments from different job functions including Human Resource, Operations, Finance and Compliance are responsible of monitoring and managing the implementation of sustainability strategies through the reporting team.



Sustainability Reporting Team

The Sustainability Reporting Team deploys and supports the implementation of ESG factors in accordance with directions set by the Board and the COO. The team reports the performance of the ESG factors at the working level.

ASSURANCE FOR REPORT

F J Benjamin has not sought external assurance for this report and would consider doing so as our reporting journey matures over time.

REPORT CONTACT AND FEEDBACK

F J Benjamin welcomes feedback from all stakeholders on our sustainability report to improve our future reporting. For sustainability-related matters, you may reach out to info@fjbenjamin.com.

INTEGRATING SUSTAINABILITY INTO OUR BUSINESS

CORPORATE VALUES

BRAND

We constantly aspire to build and enrich each brand under our care, but always in cognizance of the highest quality standards that are consistent with the Brand's legacy and image. We aspire to maintain long-term relationships with our principals by demonstrating our commitment to our business partners.

SHAREHOLDER

We endeavor to enhance shareholder value over the long term.

ORGANISATION

We aspire to be the most distinctive and responsive organization with the highest quality standards in all our undertakings. We lead by example whilst maintaining a strong sense of our identity, objectivity of thought and accountability of results in pursuit of excellence.

ENVIRONMENT

We continually strive for an environment of resilience through professionalism, commitment and sound business practices. We are proactive, resourceful and entrepreneurial. We aspire to continuously motivate ourselves and our desire to learn and progress in a competitive environment.

CUSTOMER

We endeavor to provide customer service excellence, extending beyond geography and product to enhance the entire shopping experience.

STAKEHOLDER ENGAGEMENT

F J Benjamin aims to continuously improve the implementation of our stakeholder engagement method. The interest and key concern, engagement method and frequency of engagement for the respective stakeholders are illustrated in Figure 1.

• Figure 1: Stakeholder Engagement

STAKEHOLDERS	ENGAGEMENT PLATFORM	FREQUENCY	INTEREST & KEY CONCERN	GOALS & OUTCOMES
Stakeholders	<ul style="list-style-type: none"> • Annual General Meeting • Annual Reports • SGX Announcements • Media releases 	<p>Annually</p> <p>Half yearly (results announcements) or when required (other announcements)</p>	<ul style="list-style-type: none"> • Financial and operational sustainability • Good corporate governance • Accountability to ESG performance 	Provide updates on key developments in a timely manner through various engagement methods.
Government and Regulatory Bodies	<ul style="list-style-type: none"> • Annual Reports • Announcements • Engage regulators through calls or meetings as required 	<p>Annually</p> <p>Half yearly (results announcements) or when required (other announcements)</p>	Compliance to relevant government policies, rules and regulations	Full compliance with all applicable environmental and social-economic regulations, including filing and responding to requests for information as required.
Employees	<ul style="list-style-type: none"> • Annual performance appraisal • E-mail communication • Intranet portal • Internal meetings • In-house magazine publication 	<p>Annual</p> <p>When required</p> <p>Quarterly</p>	<ul style="list-style-type: none"> • Internal cohesiveness • Career growth • Training and development • Fair employment practices 	Tailored training programs, organising social events, bonding events and celebration of festive seasons to boost morale and promote inclusivity. Publication and circularisation of in-house staff magazine to keep abreast of the Group's activities and to promote staff togetherness.
Customers	<ul style="list-style-type: none"> • Corporate website • Customer loyalty programs • Social media 	Continuously	<ul style="list-style-type: none"> • Quality of products and customer service • Product launches and developments • Customer data privacy 	Invest in our people to ensure that they are equipped that they are to perform and meet customer expectations. Membership programs that rewards loyal customers. Compliance to data protection policies and training programs to allow employees to manage customer data.

STAKEHOLDERS	ENGAGEMENT PLATFORM	FREQUENCY	INTEREST & KEY CONCERN	GOALS & OUTCOMES
Suppliers / Brand Principals	<ul style="list-style-type: none"> • Meetings and dialogues • E-mail communications 	Continuously	<ul style="list-style-type: none"> • Long-term partnerships • Reliable supply chain • Sustainable business growth 	<p>Communication with suppliers on risk and enhancement of opportunities in ensuring products stay attractive to customers.</p> <p>Engagement with Brand Principals through:</p> <ul style="list-style-type: none"> • Monthly reporting on brand sales performance • Quarterly visits organized by Brand Principals • Conducting store walks and meetings • Attending networking sessions organized by Principals
Environment	<ul style="list-style-type: none"> • Energy efficiency • Efficient paper usage 	Continuously	Reducing carbon footprint to the environment.	<ul style="list-style-type: none"> • Eliminating energy wastage and promoting efficient energy consumption. • Encouraging practices of reducing paper consumption

MEMBERSHIP OF ASSOCIATION

The Group is a member of established business organisations as listed below:



Singapore Retailers Association



Singapore Institute of Directors



Singapore International Chamber of Commerce



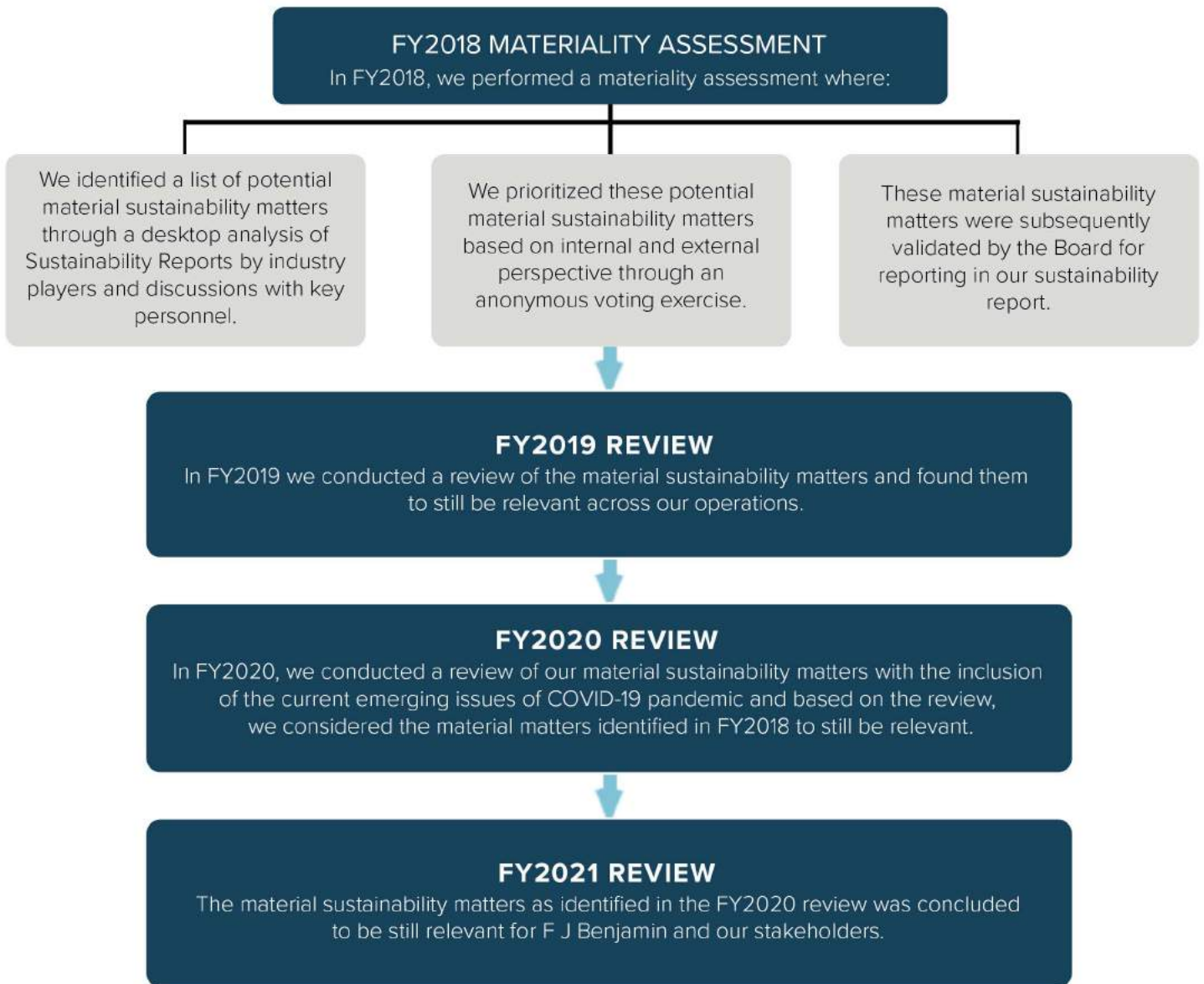
Singapore Business Federation

These memberships provide a platform for employees to network and interact with peers, exchange business know-hows, and to keep current with the latest trends and developments. Such engagements present opportunities for the Group to enhance their abilities for sustainable growth.

MATERIALITY ASSESSMENT

The Group has formalised the engagement approach with our stakeholders in the identification and prioritisation of our material sustainability matters, as illustrated in Figures 2 and 3.

• Figure 2: Materiality Assessment Process



• Figure 3: Materiality Assessment Results



The Group has reviewed the following material matters for FY2021 and have determined our following material ESG matters to still be relevant:

Corporate Governance

Talent Management and Development

Environment

Pillars	Material Matters	Corresponding GRI Standards Topic
Our Governance	Corporate Governance	GRI 205: Anti-corruption GRI 307: Environmental Compliance GRI 419: Socioeconomic
Our People	Talent Management and Development	GRI 404: Training and Education
Pillars	Additional Matters	Corresponding GRI Standards Topic
Our Environment	Energy use and GHG emissions	GRI 302: Energy GRI 305: Emission

OUR MATERIAL MATTERS AND TARGETS

In applying the GRI guidance to the material matters identified through the assessment, the Group has set targets and monitored the progress during FY2021, with the results as shown below:

Pillars	Material Matters	Immediate Targets	FY2019 Results	FY2020 Results	FY2021 Results
Our Governance	Anti-corruption	Zero reported cases of corruption	✓	✓	✓
	Socioeconomic Compliance	Zero validated non-compliance cases with all applicable laws and regulations	✓	✓	✓
	Personal Data Privacy	Zero instances complaints on breaches of customer privacy or loss of customer data	✓	✓	✓
Our People	Training and Education	Average of 35 hours for every permanent staff	✓	<i>Improvement required</i>	
	Non-discrimination	Zero instances of discrimination	✓	✓	✓
Our Environment	Environment compliance	Zero validated non-compliance cases with all applicable laws and regulations	✓	✓	✓

TRAINING AND EDUCATION

The onset of the pandemic has continued to severely impact training plans for FY2021. As the core mode of delivery of the training sessions involved face-to-face and role-playing arrangements, many training programs were cancelled in compliance of the strict safe management measures issued by the authority. Alternative approaches have been adopted such as online training courses, but with limitations in the medium usage (e.g. access to laptops and small sized classes) that has posed further difficulties for some frontline staff to attend.

In spite of these challenges, we managed to extend training to some employees covering service-centric topics, product knowledge and work professionalism. Emphasis was placed on on-the-job training that encourage productivity and efficiency through targeted and relevant learning content.

As F J Benjamin emerges from these challenging times, we aim to maintain our commitment towards our employees by providing access to training in accordance with our material targets, so as to equip our employees with the correct skillsets and knowledge whilst performing their work responsibilities effectively.



OUR VALUE CHAIN

The Group's value chain spans across 4 core processes with a multitude of considerations and decisions being made along the way, from partnering with our brand principals up to the point a customer picks a product off the shelves at the stores.



Partnership with Brand Principals (Suppliers)

F J Benjamin offers an extensive range of products under its belt of brands within the international luxury and lifestyle market. We strive to establish stable and long-term relationships with our brand principals in delivering products that meet demands of today's customers.

Nominated Forwarder

We work with trusted forwarders which promotes the safe and efficient transportation of products to warehouses, thereby reducing carbon footprint and better workplace environment.



Optimal Storage Solutions

Favourable storage conditions preserves the quality of the products for our customers.

Stores and Contented Customers

Our stores are tailored to deliver unique and engaging experiences for our customers. In pursuing a sustainable business model, we are inching towards the integration of online and physical store experiences, whilst taking into consideration efficient use of energy. All in all, this creates greater value to our customers and profitability.



OUR GOVERNANCE

The Group strives to enhance shareholder value by upholding high standards of corporate governance, integrity and accountability at all levels, underpinned by robust internal controls in monitoring compliance matters, code of ethics and risk management system.

ETHICS AND INTEGRITY

F J Benjamin achieves a high standard of corporate governance through our corporate governance framework that covers ethics and compliance. The Group has established a code of conduct and guidelines that are observed by officers and employees across the Group. The code of conduct and guidelines are issued to every new employee for their familiarization of the expected standards and behaviour whilst performing their duties.

Corporate Code of Ethics

Our Corporate Code of Ethics serves to reinforce its value and instill in its culture, the duties and obligations (“Code of Conduct”) of its employees within the organization. The corporate values are summarised as follows:

Policies/Procedures	Description
<p>Whistleblowing Policy</p>	<p>Our whistleblowing policy outlines the procedure to raise any cases of fraud, corruption, or other dishonest practices in the workplace. The policy encourages all stakeholders to disclose any matters pertaining to possible improprieties in the financial reporting or misconduct in the Group that they may be aware of, in good faith and without the fear of reprisal. Such reports, together with the background details, chronological order of events, reasons for concern and the identity of the alleged person involved, are reported directly to the Internal Auditor and Audit Committee for investigation.</p>
<p>Employee Code of Conduct</p>	<p>Our Code of Conduct sets out the standard of conduct and performance for all employees. The code of conduct emphasizes key elements on:</p> <ul style="list-style-type: none"> • Honest and fair business practices • Confidentiality of information • Conflict of interest • Protection of company’s assets and resources • Fair employment and remuneration practices • Relationship building with customers, suppliers, and contractors • Financial accountability and controls • Responsibility to the community and environment • Personal conduct outside of work hours <p>F J Benjamin maintains a zero tolerance approach towards any violation of the Code of Conduct. Any wrongdoings may results in disciplinary actions, which include reporting of matter to appropriate authorities, where necessary.</p>
<p>Code of Conduct and ethics for directors</p>	<p>Our Code of Conduct and ethics for directors serves to guide the directors on the area of ethical risk and sets a framework where integrity and accountability, as well as ethical conduct, is expected from the directors in the performance of their duties.</p>
<p>Internal Code on Dealing in Securities</p>	<p>The internal code on securities trading sets out the implication of insider trading and provides guidance and internal regulation on dealing in the Group’s securities by its Director and employees.</p>
<p>Customer Privacy and Personal Data Protection Policy</p>	<p>Our Personal Data Protection Policy aims to provide guidelines to comply with the prescribed standards to protect personal data of customers from breaches.</p>

SOCIOECONOMIC COMPLIANCE

The Group recognises that by engaging in socially-responsible business practices and maintaining compliance with the applicable laws and regulations where it operates in, it builds a positive reputation which gives F J Benjamin an edge over its peers in terms of its offerings and recruitment of high-calibre candidates. These are pertinent factors which drive business performance and enable us to achieve our objectives and greater growth as a Group.

For any new regulatory requirements, relevant staff are provided opportunities to attend training and workshops to gain a better grasp of the compliance requirements. In addition, F J Benjamin works closely with accredited external auditors and its legal advisors to ensure that all regulatory requirements with SGX-ST listing rules and the various International Financial Reporting Standards are adhered to.

The Group did not identify any non-compliance with socioeconomic laws and regulations during FY2021. The Group targets to maintain no instances of non-compliance with socioeconomic laws and regulations in FY2022.

ANTI-CORRUPTION

The Employee Code of Conduct policy serves to further reinforce the Group's values and instill in our people the duties and obligations of every employee, our shareholders, stakeholders and our customers. The Group has zero tolerance for corruption and takes a firm stand against corrupt practices. The Group has a well-defined Whistleblowing Policy that allows employees and other stakeholders to raise any concern of any suspected wrongdoing. Further details on the Group's Whistleblowing Policy are provided on page 55 of our Annual Report for FY2021.

In FY2021, there were no reported cases of corruption. The Group targets to maintain no reported cases of corruption in FY2022.

PERSONAL DATA PRIVACY

The Group has a Personal Data Protection Policy that addresses the practices and standards as required in the Personal Data Protection Act, 2012 to protect customers' privacy and personal data. The Group's compliance to the standards are managed in the Group's Enterprise Risk Management Framework and is reviewed by the Internal Auditor bi-annually.

In FY2021, there were no instances of complaints on breaches of customer privacy or loss of customer data. The Group targets to maintain no instances of complaints on breaches of customer privacy or loss of customer data in FY2022.

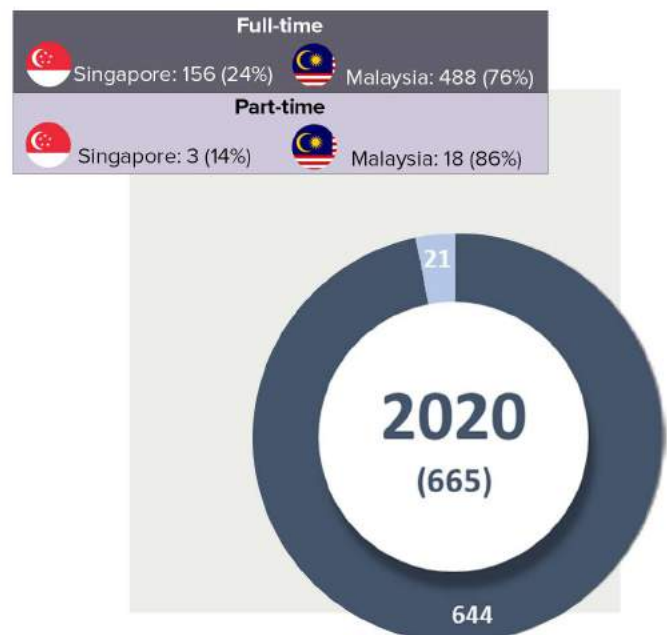
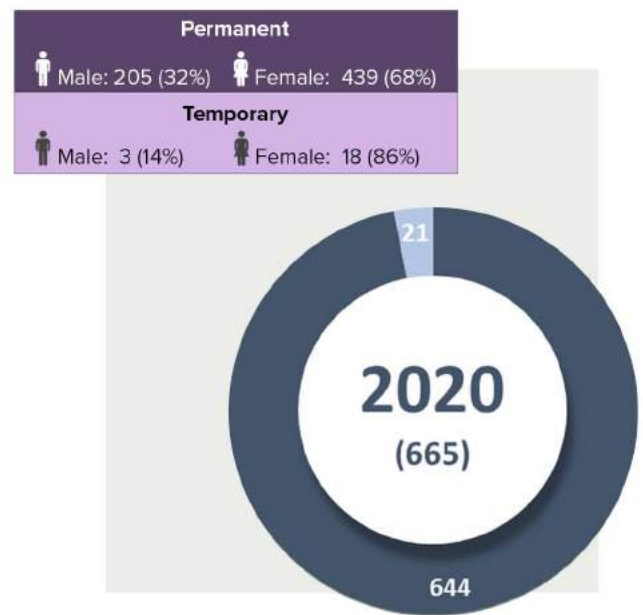
OUR PEOPLE

Our employees are dynamic individuals with diverse backgrounds who are key assets to the Group. Where we stand today would not have been possible without the dedication and collaborative efforts by each of our employees.

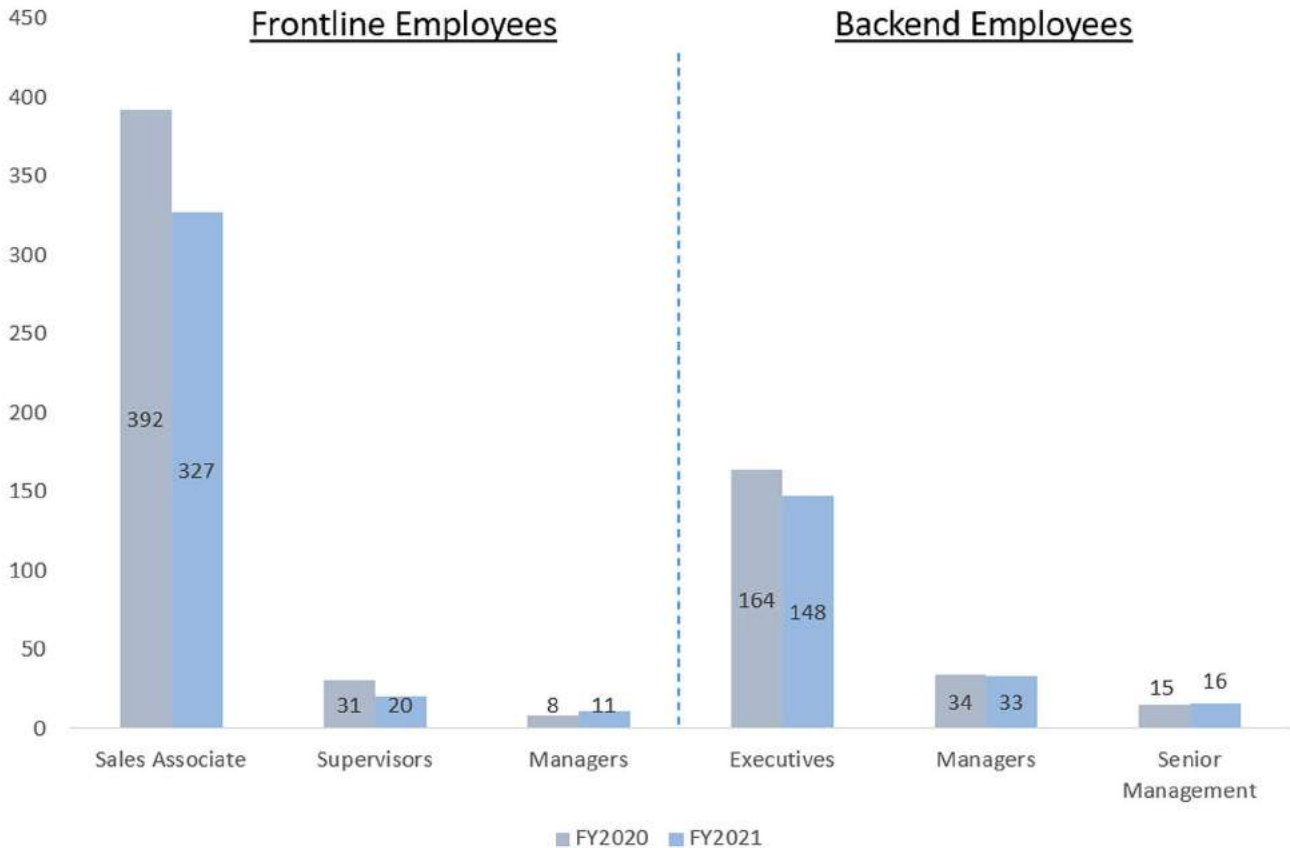


PROFILE OF OUR PEOPLE

As at 30 June 2021, we have a total of 555 full-time employees on permanent contract and 22 part-time temporary employees. During this challenging period, there was a decrease in full-time employees of 14% in FY2021 from FY2020. 96% of the decline came from F J Benjamin Malaysia due to reduced manpower requirements for our stores as a result of temporary or permanent closures, reduced footfall and safe distancing limitations imposed by the government.



Our employees can be broadly categorized into two different groups – frontline employees overseeing our stores comprising sales associate, supervisor and manager, and backend employees comprising executive, manager and senior management. Due to the nature of our business, a large proportion (66%) of our employees are frontline employees who carry out the day to day sales of brands under our Group.



At F J Benjamin, we are committed to upholding fair employment practices and comply with the respective local hiring regulations. As an organisation that respects and celebrates diversity, we do not tolerate any form of discrimination and we strongly believe in the provision of equitable opportunities.

TALENT MANAGEMENT AND DEVELOPMENT

F J Benjamin’s growth is sustained by the people who work tirelessly to keep operations running smoothly to bring the latest products to the store and the delivery of valued service to our customers. Thus, we seek to ensure that our employees receive the necessary resources they need to reach their fullest potential professionally.

As a retailer and distributor of products, a significant amount of training is tailored to brand stipulated requirements and are conducted by the store operations and merchandising team to ensure that service standards and product knowledge of the front-end employees meet the expectations of the Brand Principals. As required, we also have an in-house ACTA certified trainer who is qualified to deliver training in developing the skill set of our employees. On-the-job training is further implemented at stores whereby newly joined front-end employees will be buddied with a senior staff or supervisors at the store and are tested on their product-knowledge using a checklist at the end of the training period.

To identify relevant learning needs and interests of our employees, an annual performance appraisal exercise is conducted at F J Benjamin. The appraisal results are subsequently communicated to all employees and acknowledged by them.



Talent scouting

- Using multiple channels to advertise for available positions
- Online search for talents
- Proactive scouting of talent through mystery shopping

Talent Screening

- Initial screening through phone interview by HR team
- In depth face-to-face interview with hiring manager for detailed assessment of suitability of candidate for a particular brand



Frontline Talent Development

- Product knowledge and training conducted by the brands and the HR team
- Buddy system for junior staff for mutual learning and guidance
- Testing of product knowledge post training period

Backend Talent Development

- Sending employees to ad-hoc structured courses
- On-the-job training
- Examination leave for employees who are pursuing courses privately



Performance Review

- Yearly appraisal of staff is conducted one to two months prior to the close of the financial year
- HR manager works closely with stores and brand managers on a monthly basis to discuss, plan and follow-up on talent management matters such as the training needed

EMPLOYEE FEEDBACK AND COMMUNICATION

The Group maintains an active communication channel with employees via e-mails, internal meetings and the company's intranet portal to disseminate information relating to employees and the Group's business activities. In particular, during the COVID-19 pandemic, the Group relied heavily on e-mail to provide regular updates on the rapidly changing regulations and workplace requirements issued by the authorities to the employees.

The Group also circulates a quarterly in-house publication that depict the business activities carried out by the Brands across the two countries i.e. Malaysia and Singapore. The publication is distributed digitally to every employee to promote a sense of togetherness between the two countries.

WORKPLACE SAFETY AND HEALTH

The Group recognizes the health threat posed by COVID-19 to our customers as well as our frontline employees. The Safe Management Measures continue to take precedent at our retail outlets and offices to safeguard the well-being of our employees that are returning to work. In FY2021, the Group has implemented the following additional safe management measures:

- Encouraging 25% of administrative employees to work from home and only allow employees to return to office based on a pre-arranged schedule and on a need-to basis.
- Staggered work hours have been arranged for all the employees who required to work in office
- No social gatherings at the workplace
- Prohibiting cross-deployment or interaction between employees from different outlets
- Continue to conduct virtual meetings as far as possible
- Make sure all employees wear masks at the workplace at all times
- Temperature taking for employees twice daily in all outlets and offices
- Temperature taking requirement at all outlets and offices and mandatory SafeEntry check-in using the TraceTogether application by all persons before entering offices or outlets
- Encourage employees to observe good personal hygiene and refrain from touching their faces
- Provide face masks, face shields, and sanitizers for our employees
- Observance of antigen rapid test routine requirement for employees going back to work

MENTAL HEALTH

The COVID-19 pandemic and the resulting economic recession have negatively affected many people's mental health. Coping with changes in working arrangements and living with a prolonged restrictions on social and family congregation requires adaption by employees. The Group recognises these factors and has taken measures to address these concerns amongst our employees. On a monthly basis, the Head of Departments conduct casual check-in sessions with members of their team virtually, accompanied with some treats purchased through food delivery services to foster cohesiveness.

In the in-house magazine publication, selected employees who have been separated from their immediate families due to the COVID-19 travel restrictions have come forward to share their methods for coping with the situation as well as to offer words of encouragement to any employee that may be facing similar circumstances.

Through these sharing sessions, the Group is better able to implement and allow flexibility for employees to work in a way that does not strain their physical and mental well-being.

OUR ENVIRONMENT

With Singapore commitment to the UN's 2030 Sustainable Development Agenda and Paris Agreement, the Singapore Green Plan 2030 mobilises the entire nation to advance national agenda on sustainable development.

Organisations are encouraged to adopt environmental friendly habits in their business practices to move towards the national objective of achieving long-term net zero emissions to build a sustainable future. Following the call, the Group has reiterated its continual commitment to the reduction of our environmental footprints by incorporating good environmental habits in our business practices.

REDUCING PAPER CONSUMPTION IN OFFICE

Studies made by various environmental agencies have shown office paper products such as handouts, copy papers and notebooks make up the largest percentage of landfill waste. The Group has taken the stand to reduce the consumption of paper in the office by introducing the following initiatives:



Thinking before printing and using double-sided printing option when required



Avoiding handouts of pre-meeting outlines at meetings and encouraging the medium of digital documents



Registering for paperless billing where possible



Storing common information such as Staff Handbook, Policies and Manuals in a shared drive



Using technology such as shared drives and flash drives to share documents. Taking notes on computer

ENERGY EMISSION AND GHG EMISSIONS

F J Benjamin continues to recognise the importance of managing our operational energy use. We understand that our actions have a direct impact on environmental issues such as climate change. As such, we take all feasible steps to ensure that energy is not wasted in the course of our business.

At F J Benjamin, our primary environmental footprint stems from electricity used from lighting and air-conditioning to run our retail stores, warehouses and offices. In addition to updating our infrastructure, we recognise the importance of inculcating an environmentally-conscious attitude in our employees.

Consequently, F J Benjamin has implemented several initiatives – switching off office lights during lunch period and when not in use after office hours, placing reminders in our stores to remind our employees to be more mindful about energy consumption, and harnessing technology at our offices to reduce the frequency of travel – to reduce the energy use by our employees.



Replacing lighting with energy saving bulbs and LED on displays and ceilings

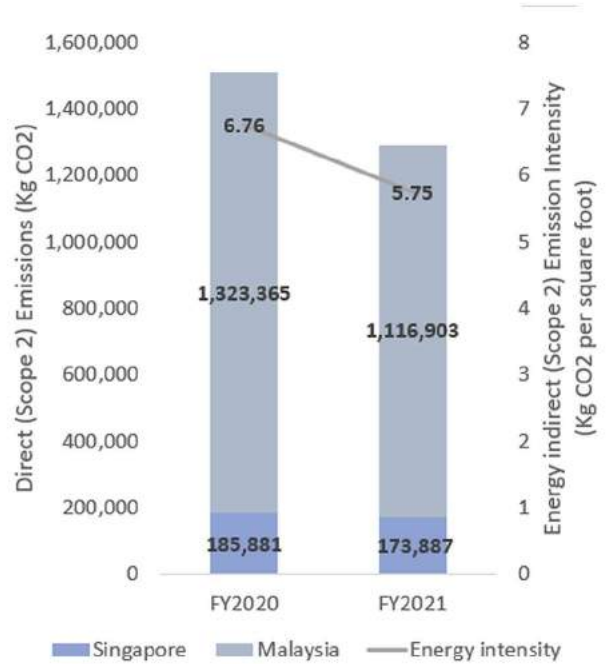
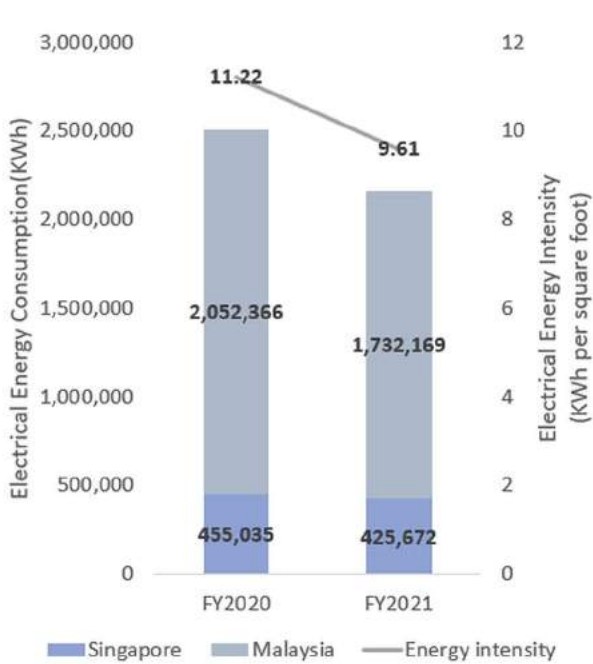
Internal monitoring of electrical usage by switching off lights and air-conditioning at unoccupied area in office or during lunch



Encourage the use of digital meeting methods where possible to minimise the need to travel.

PERFORMANCE

In FY2021, the Group used a total of 2,157,840.59 KWh of energy which produced 1,290,789 Kg CO₂ in scope 2 emissions. This was a 14% decrease in energy use compared to the previous reporting period. This decrease was primarily attributed to the temporary closure of our stores in Singapore and Malaysia in line with the regulations set by the government during the year to curb the spread of COVID-19. This decrease also led to a decrease in energy and emission intensities with the overall floor area having little change compared to the previous reporting period.



APPENDIX

This section explains the calculation boundaries, methodologies and assumptions used in the computation of F J Benjamin's energy and greenhouse gas (GHG) emissions.

Reporting Scope and Period

F J Benjamin adopts the Operational Control Approach, as outlined in the GHG Protocol Corporate Standard, and is used to determine organisational boundaries. This attributes accountability for 100% of the GHG emissions from operations over which the organisation has control.

Data for energy and GHG emissions consumption from the following reporting periods have been included in the Sustainability Report FY2021:

- FY2020: 1 July 2019 to 30 June 2020
- FY2021: 1 July 2020 to 30 June 2021

Energy and Carbon Intensity

Electricity consumption covers usage at our offices, warehouses and stores in Singapore and Malaysia. Intensity metrics are calculated relative to effective Gross Floor Area (GFA), expressed as kWh/sq m.

GHG emissions

Scope 2 emissions are calculated from the consumption of grid electricity in Singapore and Malaysia, expressed in tonnes of CO₂.

Emission Factors

Scope 2: Emission factors for the calculation of electricity consumption are taken from the Energy Market Authority (EMA) for Singapore (0.4080 kg CO₂/KWh) and the Institute of Global Environmental Strategies (IGES) for Malaysia (0.6448 kg CO₂/KWh).

GRI CONTENT INDEX

GRI Standards Disclosure Reference	Description	Section of Report / Reasons for omission	Page Reference
GRI 102: General Disclosures 2016			
Organisational Profile			
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102-2	Activities, brands, products, and services	Introduction	4
102-3	Location of headquarters	Introduction	4
102-4	Location of operations	Introduction	4
102-5	Ownership and legal form	Introduction	4
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102-9	Supply chain	Our Value Chain	13
102-10	Significant changes to the organisation and its supply chain	Introduction	4
102-11	Precautionary Principle or approach	Our Governance	14
102-12	External initiatives	Not applicable	-
102-13	Membership of associations	Membership of Associations	9
Strategy			
102-14	Statement from senior decision-maker	Statement from our Board	3
Ethics and integrity			
102-16	Values, principles, standards, and norms of behavior	Ethics and Integrity	15
Governance			
102-18	Governance structure	Our Governance	14

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GRI Standards Disclosure Reference	Description	Section of Report / Reasons for omission	Page Reference
Stakeholder Engagement			
102-40	List of stakeholder groups	Stakeholder Engagement	8
102-41	Collective bargaining agreements	Not applicable	-
102-42	Identifying and selecting stakeholders	Stakeholder Engagement	8
102-43	Approach to stakeholder engagement	Stakeholder Engagement	8
102-44	Key topics and concerns raised	Stakeholder Engagement	8
Reporting Practice			
102-45	Entities included in the consolidated financial statements	About this Report	6
102-46	Defining report content and topic Boundaries	Materiality Assessment	10
102-47	List of material topics	Materiality Assessment	10
102-48	Restatements of information	No restatements of information	6
102-49	Changes in reporting	No changes in reporting	6
102-50	Reporting period	About this Report	6
102-51	Date of most recent report	F J Benjamin Sustainability Report FY2020	-
102-52	Reporting cycle	Annually	6
102-53	Contact point for questions regarding the report	About this Report	6
102-54	Claims of reporting in accordance with the GRI Standards	About this Report	6
102-55	GRI content index	GRI Content Index	27-30
102-56	External assurance	About this Report	6

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GRI Standards Disclosure Reference	Description	Section of Report / Reasons for omission	Page Reference
Corporate Governance			
GRI 103: Management Approach 2016			
103-1	Explanation of the material topic and its Boundary	Materiality Assessment	10
103-2	The management approach and its components	Our Governance: Ethics and Integrity	14-15
103-3	Evaluation of the management approach	Our Governance: Ethics and Integrity	14-15
GRI 205: Anti-Corruption 2016			
205-2	Communication and training about anti-corruption policies and procedures	Our Governance: Anti-Corruption	16
205-3	Confirmed incidents of corruption and actions taken	Our Governance: Anti-Corruption	16
GRI 307: Environmental Compliance 2016			
307-1	Non-compliance with environmental laws and regulations	Our Governance: Socioeconomic Compliance	16
GRI 419: Socioeconomic Compliance 2016			
419-1	Non-compliance with laws and regulations in the social and economic area	Our Governance: Socioeconomic Compliance	16
Training Management and Development			
GRI 103: Management Approach 2016			
103-1	Explanation of the material topic and its Boundary	Materiality Assessment	10
103-2	The management approach and its components	Our People: Talent Management and Development	19
103-3	Evaluation of the management approach	Our People: Talent Management and Development	19
GRI 404: Training and Education 2016			
404-1	Average hours of training per year per employee	Training for shop team in FY2021 wasn't conducted due to the Covid-19 pandemic which disrupted operations.	

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GRI Standards Disclosure Reference	Description	Section of Report / Reasons for omission	Page Reference
404-3	Percentage of employees receiving regular performance and career development reviews	Our People: Talent Management and Development	19
Energy Use and GHG Emission			
GRI 103: Management Approach 2016			
103-1	Explanation of the material topic and its Boundary	Materiality Assessment	10
103-2	The management approach and its components	Our Environment: Energy Emission and GHG Emissions	24
103-3	Evaluation of the management approach	Our Environment: Energy Emission and GHG Emissions	24
GRI 302: Energy 2016			
302-1	Energy consumption within the organisation	Our Environment: Energy Emission and GHG Emissions	24
302-3	Energy intensity	Our Environment: Energy Emission and GHG Emissions	24
GRI 305: Emission 2016			
305-2	Energy indirect (Scope 2) GHG emissions	Our Environment: Energy Emission and GHG Emissions	24
305-4	GHG emissions intensity	Our Environment: Energy Emission and GHG Emissions	24